



FIRE OFFICER CERTIFICATION PROGRAM

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MISSION

The mission of the Division of Fire Safety is to provide fire and life safety enforcement and education to all citizens so they receive the highest quality of services to ensure safety and a sense of well being.



CERTIFICATION PROCESS

The guidelines for the state certification program are designed to ensure accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Missouri.

The main goals of the Certification program are:

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. To establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have obtained state certification.

Fire Officer Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify officers based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, or disability. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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Fire Officer Certification

Certification is granted to those individuals who meet the required qualifications and successfully pass the appropriate Fire Officer certification examination. The requirements for Fire Officer are based on the Standard for Fire Officer Professional Qualifications, NFPA 1021-2003. All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination.

I. Applicants General Requirements for Fire Officer I & II Certification

Certification as Fire Officer will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicant must be certified by the Missouri Division of Fire Safety as a Fire Fighter II according to NFPA 1001-1992 Standard.
- B. Instructor I Certification - Applicant must be certified with the Division of Fire Safety as a Fire Service Instructor I if he or she is applying for certification under the 2003 standard.
- C. Applicant must provide verification that he/she has three years of active service within the fire service OR a letter of recommendation from the Fire Chief of his/her department.
- D. Applicant must be a resident of Missouri, or employed with a fire department within the State.
- E. Applicant must have completed an approved Fire Officer training program according to NFPA 1021, and provided verification of successful completion of the course and all required practical skills.
- F. Applicant must attain a minimum score of 70% on the appropriate level of the Division of Fire Safety's Fire Officer certification examination.
- G. Prior to obtaining certification at the Fire Officer II level, the applicant must first attain Fire Officer I certification.



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II. Fire Officer Guidelines for Course Approval

The Division of Fire Safety will approve courses for the purpose of meeting the requirements of fire officer levels according to the following guidelines:

- A. The course must be approved by the Division of Fire Safety as meeting or exceeding the appropriate level of NFPA 1021.
- B. The Lead Course Instructor must provide verification that the candidate has successfully completed the course and all required practical skills.
- C. Training records for the course shall be maintained by the department and/or Lead Course Instructor.
- D. The Lead Course Instructor and/or department shall agree to inspection of course records during regular business hours if deemed necessary by the Division of Fire Safety.
- E. Courses will be approved only for departments that have completed the statutory requirement of annual registration with the Division of Fire Safety.



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III. Requirements of Lead Course Instructor

The Lead Course Instructor is defined as the individual responsible for course scheduling, arrangement of assistant instructors, and documentation for the course.

- A. Certification by the Division of Fire Safety at the Fire Officer level to be taught. The Fire Officer requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then suggested that the instructor take the appropriate Fire Officer certification exam with the class.
- B. Five years of experience with the fire service, three of which must be in an officer position.
- C. Certification as a Fire Service Instructor I (or higher) with the Division of Fire Safety.
- D. Responsible for all training records, course applications and practical skills.
- E. Lead Course Instructor must meet all requirements listed in Section I of this booklet.



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IV. Approved Courses & Test Eligibility

The candidate for state certification must have attended one of the following courses in order to be eligible to take the Division of Fire Safety Certification Exam:

- A. Fire Officer I and/or Fire Officer II course produced and administered by the Missouri Division of Fire Safety. This course is formatted to meet NFPA 1021-2003.
- B. Fire Officer I and/or Fire Officer II course produced and administered by the University of Missouri Fire and Rescue Training Institute. This course is formatted to meet NFPA 1021-2003.
- C. The National Fire Academy's Executive Fire Officer Development Course.
- D. A Bachelor's degree in Fire Service Administration or Public Administration from an approved college or university.

All other courses must be submitted and reviewed for approval by the Division of Fire Safety prior to acceptance for the certification exam.



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V. Procedure for Course Approval

- A. If you are wanting to conduct a Fire Officer Course within your department or agency, and you are using one of the approved curricula listed on the previous page, you must submit an "Approval Request for Fire Officer Course Delivery" form (enclosed) detailing when and where the course is to be delivered, course completion date, Lead Course Instructor, and the department/agency responsible for record keeping.

NOTE: Courses will not be approved for departments that have not complied with the Missouri Statutory requirement of yearly registration with the Division of Fire Safety.

- B. If you are submitting a new course for approval, you will need to submit the following for review:
1. A "Request for New Course Approval" form (enclosed).
 2. Instructor's Guide
 3. Text
 4. Student Workbook
 5. Tests

IMPORTANT: The Division of Fire Safety's Fire Officer I and II practical skills must be used for all courses. The Division of Fire Safety will keep all material submitted on file after approval has been granted. The Division shall be notified of any change or revision in course content or support materials.



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VI. Applying for Testing and Certification

- A. Applicants may apply for testing and certification by completing the enclosed "Fire Officer Application for Testing and Certification" form. All parts *must* be completed for certification consideration.
 - 1. Part I - to be completed by Applicant, stating name and personal information
 - 2. Part II - to be completed by the Lead Instructor, indicating successful Fire Officer I and/or II course completion.
 - 3. Part III - to be completed by the Fire Chief, attesting that the applicant has met the criteria established by the Division of Fire Safety and NFPA 1021-2003.
- B. Applicant must complete an "Authorization for Release of Information" form (enclosed).
- C. Applicant must submit a copy of a certificate/training record verifying his or her successful completion of an approved Fire Officer program. Documentation of successful completion of all practical skills must be submitted prior to certification being issued.
- D. Individuals may apply for testing by selecting a location listed under the calendar of events posted on the Division's website at www.dfs.dps.mo.gov. or by calling 573-751-2930.



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VII. Administration of the Fire Officer Certification Examination

The **Fire Officer Certification Examinations** will be generated and administered at least twice annually by the Division of Fire Safety. The certification exam bank is referenced to IFSTA's *Fire Department Company Officer*, 3rd Edition. Applicants must take the certification exam within one year of completing the appropriate course.

SAMPLE TEST QUESTION

Emergency scenes are divided into three operating zones.

They are:

- a. action, staging, and standby.
- b. operations, staging, and command.
- c. hot, warm, and cold zones.
- d. divisions, sectors, and command.

Applicants will have 2 hours to complete the 100 question, multiple-choice test for each level. Following completion of the written examination, applicants will be notified by the Division as to whether they passed or failed. The applicant must achieve a score of 70% on the exam in order to qualify for certification. No record will be made or kept of an applicant's percentage score from the examination. Tests and scores shall be destroyed following scoring.

In the event that an applicant fails the examination, the applicant may apply to retake the exam within one year from the course completion date. Should an applicant fail the exam a second time, he or she will be required to attend and successfully pass an approved Fire Officer training course and submit documentation of which to the Division of Fire Safety prior to taking the exam a third time.

Applicants must successfully pass all of the Division of Fire Safety's practical skills conducted during the completion of an approved course. It is mandatory that all of the skills and supporting documentation be submitted to the Division of Fire Safety within *two months* of completion of the course. Following receipt by the Division, all of the skills will be reviewed and evaluated to determine whether the applicant has passed or failed the skills exam. Applicants will be notified by the Division of only pass or fail status following evaluation of their individual skills.



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VIII. Applying for Fire Officer Equivalency/Reciprocity

All Equivalency/Reciprocity applications and supporting documents submitted to the Division of Fire Safety must be reviewed and approved prior to pursuing Missouri State Certification.

RECIPROCITY

Certificates by other IFSAC accredited entities shall be considered for reciprocity to Missouri certification. Applicants possessing IFSAC accredited certification must submit an application for equivalency, an authorization of release, and copy of their certificate, clearly indicating the international certification registry number. These individuals must meet all of the General Requirements for Certification as outlined in section I, page 2 of this booklet.

EQUIVALENCY

All individuals applying for certification by the Division of Fire Safety, having training or certification from another state or training entity not accredited by IFSAC must submit an application for equivalency, an authorization of release, and any supporting documentation for the level of which he/she is seeking state certification. If approved to pursue state certification, the individual will also be required to take and successfully complete all required practical skills, if applicable, and pass the Division of Fire Safety's Certification Examination. These individuals must meet all of the General Requirements for Certification as outlined in section I, page 2 of this booklet.

To apply for equivalency/reciprocity, please contact the Division at 573-751-2930 or visit our website at www.dfs.dps.mo.gov to download Equivalency/Reciprocity application and authorization for release of information.



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IX. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of this program.

X. Suspension, Revocation, or Denial

The Director of the Division of Fire Safety may suspend, revoke, or deny certification to any fire officer when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification at any level offered by the Division of Fire Safety.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the Division of Fire Safety certification exam or pass all of the required practical skills.



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XI. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

State Fire Marshal, Missouri Division of Fire Safety

Director, Missouri Fire & Rescue Training Institute

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Request For New Course Approval

Complete for Course Approval for curriculum other than those listed in Section IV.

Department/Agency: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ County: _____

Location of course: _____

Enclose the following:

☐ Copy of Instructor's Guide

☐ Copy of Text

☐ Copy of Student Manual

☐ Tests

Request Submitted by:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: (Day) _____ (Evening) _____

Email Address: _____

Signature: _____ Date: _____

Office Use Only

Approved Granted

Approval letter sent

Miscellaneous Information

Date	Initial

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Approval Request For Fire Officer Course Delivery

To be Completed for Approval of Course Delivery.

Department/Agency: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ County: _____

Location of course: _____

Course Lead Instructor: _____

Address of Instructor: _____

Email Address: _____

Course to be delivered: ☐ Fire Officer I ☐ Fire Officer II

Course Curriculum to be used: _____

Location of course records: _____

Expected completion date of course: _____

Person Responsible for Student Records: _____

Location of Student Records: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Approved Granted

Approval Letter Sent

Copy to _____

Date	Initial

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Missouri Division of Fire Safety **Fire Officer Course Application**

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Social Security No.: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: (Day) _____ (Evening) _____

Email Address: _____

Fire Department/Agency: _____ FDID: _____

Business address: _____

City: _____ State: _____ Zip: _____ County: _____

Job Title: _____ Years of Service: _____

Prerequisite Training Courses Attended (*attach documentation*):

Course & Location: _____ Hours: _____

Course & Location: _____ Hours: _____

Fire Officer Course Applying For:

Location: _____ Date: _____

I certify that all information contained herein is accurate and truthful to the best of my knowledge.

Signature: _____ Date: _____

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



FIRE OFFICER APPLICATION
For Testing and Certification

Part I - To be completed by applicant. PRINT LEGIBLY

Name: _____
(Last) (First) (Middle)
Date of Birth: _____ Social Security No.: _____
Home Address: _____
City: _____ State: _____ Zip: _____ County: _____
Phone: (Day) _____ (Evening) _____
Email Address: _____
Fire Department/Agency: _____ Years of Service: _____
Business address: _____
City: _____ State: _____ Zip: _____ County: _____
Signature: _____ Date: _____

Part II - To be completed by lead instructor.

It is hereby confirmed that the above applicant is attending an approved course on:

☐ Fire Officer I ☐ Fire Officer II

Location: _____

Signature: _____ Date: _____

Testing will be scheduled by the Division of Fire Safety

Part III - To be completed by applicants Fire Chief.

I certify that the above applicant meets the requirements set by the Division of Fire Safety for Fire Officer I and /or Fire Officer II certification. and is at least 18 years of age.

Signature: _____ Date: _____

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Authorization For Release Of Information

I, (*Print Full Name*)_____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certification.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and or local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment in this course and certification exam results only to the Chief Officer or his designee of my organization.

A photostatic copy of this authorization will be considered as effective and valid as the original.

Date of Birth:_____ Social Security No.:_____

Driver's License Number:_____ State of issue:_____

Signature:_____ *Date*:_____